



Town Of Ashburnham Planning Board

**APPLICATION FOR OPEN SPACE RESIDENTIAL  
DEVELOPMENT**

**CHECK LIST**

This form must be completed by the plan preparer, signed, dated and returned with the completed copy an application for Open Space Residential Development (OSRD) special permit, along with the appropriate fee. **For the complete submission requirements see § 5.13 of the Ashburnham Zoning Bylaws and the Planning Board's Rules & Regulations pertaining to Open Space Residential Developments.**

**THE PLANNING BOARD MAY DENY INCOMPLETE APPLICATIONS**

**SUBMISSION**

- ☐ Completed Open Space Residential Development Application and corresponding Checklist (8 copies);
- ☐ Filing Fee;
- ☐ Copy of the most recently recorded deed;
- ☐ **Copy of most recent tax bill and evidence of payment of taxes on all lots;**
- ☐ If the applicant is not the owner, a copy of authorization to apply, signed by the owner;
- ☐ Drainage calculations;
- ☐ Copies of proposed easements, covenants and agreements;
- ☐ Certified list of abutters;
- ☐ Is the plan located on a Scenic Road adopted by Town Meeting May 11, 1974? ☐ Yes ☐ No;
- ☐ Site Plan two(2) copies 24 x 36 & sixteen (16) copies 11 x 17).

**CONTENTS**

- ☐ Title boundaries, north point, date and scale;
- ☐ Locus Map at a scale of 1"=2000';
- ☐ Name and address of record owner and engineer or surveyor, with appropriate certification of a registered land surveyor;
- ☐ Site Context Map (§ 4.2, c OSRD Rules & Regulations);
- ☐ Existing Conditions/Site Analysis Map. (§ 4.2, d OSRD Rules & Regulations);
- ☐ Development Plan (§ 4.2, e OSRD Rules & Regulations);
- ☐ Stonewalls and large trees;
- ☐ Sight distances;
- ☐ Location, type and drawings of all street numbering signage.



*Continued on reverse*

## STAKING

\_\_\_ Roadways, common driveways and lots staked out as required under § 4.3.6, b of Planning Board Rules and Regulations.

## ZONING

\_\_\_ Open Space allocation \_\_\_\_\_%

\_\_\_ Density bonus requested \_\_\_\_\_ Dwelling Units

\_\_\_ Affordable units \_\_\_\_\_ Dwelling Units \_\_\_\_\_%

\_\_\_ Common Driveways \_\_\_\_\_ Number

\_\_\_ Draft Homeowners Agreement

\_\_\_ Disposition of Open Space \_\_\_\_\_

Signature of registered land surveyor or registered engineer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company/Firm \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Certification: \_\_\_\_\_ Certification #: \_\_\_\_\_